

**Board of Commissioners**  
Chair Ed Wolfe  
Vice Chair Rob Putaansuu  
Becky Erickson  
Charlotte Garrido  
Robert Gelder  
Danielle Murphy  
Val Tollefson  
**Executive Director**  
Stuart Grogan



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**HOUSING KITSAP BOARD OF COMMISSIONERS  
WORK STUDY  
NOVEMBER 21, 2017  
MINUTES**

**Board in Attendance:** Kitsap County Commissioner Ed Wolfe(Chair), Mayor of City of Port Orchard Rob Putaansuu (Vice Chair), Mayor of City of Poulsbo Becky Erickson, Kitsap County Commissioner Charlotte Garrido, Kitsap County Commissioner Rob Gelder, City of Bainbridge Island Council Member Val Tollefson, Resident Commissioner Danielle Murphy.

**Attending Staff:** Executive Director Stuart Grogan, Chief Financial Officer Wendy Dutenhoeffer, Housing Programs Holly Paterson, Administrative Support Assistant Kathleen Fritz

**Absent:** Self-Help Program Director Dean Nail, and Project Manager of Affordable Housing Development Mike Brown.

**1. Call to Order:**

Chair Wolfe called the meeting to order at approximately 10:48 a.m.

**2. Review of the proposed agenda:**

No comment.

**3. Meeting Minutes:**

The October Work Study meeting minutes were approved by consensus.

**4. Board questions and discussion regarding the Program Updates:**

No comments.

**5. Budget discussion:**

Wendy reported her team continues make progress with the budget. She stated that Portfolio Managers are working hard to get her the information she needs, while juggling staffing shortages and normal day-to-day issues. Wendy stated that HK is also making progress with Tenmast. However, there is still a list of ongoing issues to be corrected. Weekly team and individual meetings continue to take place, as well as meetings with Tenmast to discuss and work towards correcting the issues. One of the benefits of the progress with Tenmast, rents have finally been able to be posted. Wendy stated that despite the ongoing issues, she feels like they are making great progress. She reported that Nan McKay Consultants will be available after the Thanksgiving holiday to begin assistance with the General Ledger.

**6. Prosperity Place:**

Stuart reported on behalf of Dean Nail, stating that despite some ongoing concerns over needed changes to the easement, all documents have been signed and the property closed on November 15, 2017. Stuart reported that Housing Kitsap is very excited to have finally obtained this property for the Self-Help program.

**7. Rental Assistance Demonstration (RAD) discussion:**

Stuart referred to past RAD discussions and reported that he wrote to local delegates regarding Private Activity Bonds (PABs), expressing to them the significance of these bonds. He stated that if PABs are cut, it could have a pretty significant impact on the projects HK is able to complete. He then referred to a summary of the model that HK financial advisors have put together, showing the breakdown of the anticipated cost of the project. He stated that these numbers were based on “some pretty conservative assumptions”, further stating the figures are very “summary” numbers. He stated the numbers will change several times before “locked in”. Stuart then presented the Board with a layout of the anticipated timeline and milestones of the project.

**8. Almira:**

There was discussion on the idea of moving the encampment to a Tiny Homes village, possibly on the property of a local parish, willing to take-on the responsibility. If a local parish was willing to allow a group of Tiny Homes onto their property, they would need to be able to provide open restrooms with showering facilities and a kitchen. No specific parishes were named. Commissioner Erickson requested that this issue be further discussed at the next meeting, so that it could be looked further into until then.

Chair Wolfe, requested that a decision be made regarding the property. Commissioner Tollefson stated he was under the impression that HK would allow the site to remain, with minimal changes until the site needs to be cleared for the RAD project.

Stuart recommended he reach out to the Rescue Mission, Sherriff's Office, and Health Department to help manage the situation in the meantime, until a permanent solution can be figured out. The Board agreed.

**9. Real Estate Management and Housing Program (REMHP):**

Holly reported that there are new updates. All has been quiet regarding recent issues at one of HKs Golden Tides properties, and HK continues to work with its attorneys regarding legal matters at the Rhododendron property. Commissioner Erickson requested a map showing the locations of all of HK properties, stating it would be helpful for them to refer to when discussing the different properties.

**10. Executive Session:**

Chair Wolfe adjourned the meeting into Executive Session to consider a Personnel Issue (RCW 42.30.110 (g)) at approximately 11:42 a.m. stating that it would take approximately 15 minutes. At approximately 12:04 p.m., Chair Wolfe adjourned the Executive Session and returned to the regular meeting.

**11. Adjournment:**

The Board of Commissioners Work Study meeting was adjourned at approximately 12:05 p.m.

**ATTEST:**



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STUART GROGAN  
Executive Director

**ATTEST:**



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KATHLEEN FRITZ  
Administrative Support Assistant

12.19.17

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Date Approved

